



U.S. DEPARTMENT OF EDUCATION

Education Data Exchange Network (EDEN)

***EMAPS* User Guide: IDEA Part C
Child Count and Setting**

Release 2.0

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U.S. Department of Education

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Version Number	Date	Summary of Change
1.0	12/05/2012	Version 1.0 of this document introduces the first release of the IDEA Part C Child Count and Setting Collection in EMAPS
2.0	1/06/2014	Version 2.0 of this document adds information on the Year-to-Year Comparison Report and clarification about when to contact PSC.

PREFACE

The EMAPS IDEA Part C Child Count and Setting User Guide is intended to provide assistance to users of the *EDFacts Metadata and Process System (EMAPS)*. This guide demonstrates the steps necessary to enter IDEA Part C Child Count and Setting Collection data and navigate this survey in EMAPS.

This guide will be updated if major system modifications affect user procedures.

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1.0 INTRODUCTION

The *EDFacts Metadata and Process System (EMAPS)* is a Web-based tool used to provide State Lead Agencies with an easy method of reporting and maintaining (1) data to meet Federal reporting requirements, and (2) information on state policies, plans, and metadata in order to aid in the analysis of data collected.

1.1 Technological Requirements

Before You Begin:

Internet Explorer versions 8 or 9 and Firefox are the preferred browsers for accessing *EMAPS*.

2.0 Overview

This survey has been developed to collect data authorized under Section 618 of IDEA, Part C of the Individuals with Disabilities Education Act (IDEA). This information is entered by the IDEA Part C Data Managers. The survey provides information on the following and is organized to provide the counts for the number of children in the following sections:

Child Count and Setting by Age States manually enter the Child Count and Setting data by Age.

Child Count and Setting by Race/Ethnicity States manually enter the Child Count and Setting data by Race/Ethnicity.

Child Count by Gender States manually enter the Child Count by Gender.

At Risk Child Count States manually enter the Count of At Risk Children, if this count is applicable to the state.

Cumulative Child Count States may choose to enter the Cumulative Child Count for their state. This section is optional.

This survey is required for 50 states plus the District of Columbia, Puerto Rico, Virgin Islands, American Samoa, Guam, and Northern Marianas.

2.1 FREQUENTLY ASKED QUESTIONS

Below is a list of frequently asked questions regarding the EMAPS IDEA Part C Child Count and Setting survey. Additional questions about how the process works or suggestions for enhancements to the process should be directed to the Partner Support Center (see contact information below).

What is the primary use of this information?

The IDEA Part C Child Count and Setting Collection provides the U.S. Department of Education (ED) information on the counts the following:

- Section A: Child Count and Setting by Age
- Section B: Child Count and Setting by Race/Ethnicity
- Section C: Child Count by Gender
- Section D: At Risk Child Count
- Section E: Cumulative Child Count- Optional

The data collected using this survey is required by the Individuals with Disabilities Education Act (IDEA), Section 618.

The data will be used as responses in Part C Table 1 and Table 2.

The data are also used for monitoring the programs and activities under IDEA and reported in the Office of Special Education Programs (OSEP)'s Annual Report to Congress on the Implementation of IDEA.

Who in my state was given access to its IDEA Part C Child Count and Setting Collection?

Each state IDEA Part C Data Manager has been granted read/write access to the EMAPS online survey. Other users will be granted access at the request of the state.

Can someone other than the Part C Data Manager provide these data for my state? If so, how do I do that?

Yes. If the Part C Data Manager wishes to authorize someone else to complete this survey, please contact the Partner Support Center (PSC) to modify his/her status to add a user.

Phone: (877) 457-3336

Email: EDEN_SS@ed.gov

TTY#: (888) 403-3336

The PSC is open from 8 a.m. to 6 p.m. ET, Monday through Friday.

Will the system send any notifications?

EMAPS will send notifications to Part C Data Managers at the following times:

- When the system is open.
- When data have been submitted
- When there has been no account activity. Notifications will be sent two weeks and three days prior to due date.
- When data have been entered, but not submitted three days prior to due date.
- If there are data errors in the submissions three days prior to due date.

Additionally, when the system is reopened for data resubmission, notifications will be sent when:

- Resubmission is required
- The system has been reopened
- Corrected data have not been submitted one week prior to close of the reopen period.
- One week prior to the close of the reopen period

When are the data due?

The completed survey is due no later than April 2, 2014 at 11:59PM (ET).

There will be a reopen period for data resubmission between June 4, 2014 and July 2, 2014. The data will be frozen on July 3 to be used by OSEP in the Annual Report to Congress, public posting of the IDEA Section 618 data, and ad hoc requests.

Do not submit preliminary or placeholder data just to meet the submission deadline. The submission of the survey responses will be assessed by the Office of Special Education Programs (OSEP) for timeliness, completeness, and passing edit checks. Data submissions with missing data elements are rated by OSEP as “incomplete.” The initial review of data for APR purposes will be based on data in the system as of 11:59 PM (ET) on the due date.

Are all states required to submit the IDEA Part C Child Count and Setting Collection via EMAPS for SY 2013-2014?

Yes. For SY 2013-14, the Part C Child Count and Setting Collection will be submitted by 50 states plus the District of Columbia, Puerto Rico, Virgin Islands, American Samoa, Guam, and Northern Marianas.

What reporting year will this data collection cover?

The IDEA Part C Child Count and Setting count date is a state-designated date between October 1, 2013 and December 1, 2013 (inclusive). For the 2013-14 data collection, the state will define their Child Count Date in the survey.

The optional Cumulative Child Count should represent the number of infants and toddlers with disabilities, ages birth through 2, who received early intervention services (as defined above) during the most recent 12-month period for which data are available. For the 2013-14 data collection, the state will define their Cumulative Child Count Date in the survey.

May I leave a field blank?

Fields may not be left blank. Data will not save unless there is a value for every field.

When are zero counts permitted in this survey?

A zero count should be used only if the state conducted a count for that data element and there were no children to report in the specific category for the given reporting period.

When should I report Missing?

The user should report a count as Missing when the State did not collect or cannot report a count for a specific category. States should enter “M” for Missing.

I see an error that is preventing me from submitting my form. What should I do?

If you attempt to submit data and see an error that prevents you from submitting the form, please review your data. Acceptable values are positive integers, zero, and “M”. “NA” is only acceptable for counts of students aged 4-5 and 5 and older. Negative numbers, commas, decimal points, and other alpha characters are not acceptable.

I have entered missing or not applicable in my form and the total percentage still equals 100. Why?

Data that are entered as “M” or “NA” are not calculated into the percentage totals.

How can I review the survey results after I have saved a draft version?

After a draft version is saved in the Data Entry forms, the system will display the survey dashboard. Users will need to select the “Review and Submit” form from the survey dashboard to check for errors. Edit check violations will be listed near the bottom of the report that is generated (in red text).

Once the data are reviewed the user will need to select the “Submit Data to Database” button to complete the survey process.

How do I submit the completed survey to ED?

Submitters will need to be in the Review and Submit form in order to save the survey to the database and complete the submission process. Once the review is complete, the user should select the “Submit Data to Database” button to submit the survey to the database. The IDEA Part C Data Manager (as well as anyone on the Part C Contact list) will receive a confirmation email containing the HTML report as well as the new Year-to-Year Comparison report once the data have been submitted to the database. Additionally, the reports will be available to the state IDEA Part C Data Manager in the IDEA Reports Repository on the EMAPS homepage.

Where can I find the HTML report and the Year-to-Year Comparison report of the submitted survey?

Users can access the reports from their state's EMAPS Home page. Users should click on the folder link labeled "Part C Reports." This will provide access to your Part C surveys. This link can be found on the right hand side of your screen under the IDEA Part C Reports repository.

Will I have access to previously submitted Survey results?

Yes. Users will be able to view the history of all their state's submitted versions of the IDEA Part C Child Count and Setting Surveys. Users should be aware that the version submitted by Part C Data Manger and in the system as of 11:59 PM (ET) on the due date will be the version ED will use to review the data for APR purposes. Data publicly reported and used by OSEP for other purposes will be the last submission as of the freeze date (July 2, 2014 for Child Count and Setting). Draft versions will not appear in the report repository.

When can I revise my state's survey after the due date?

Users will be able to access the survey to modify data during the reopen period between June 4, 2014 and July 2, 2014 11:59 PM.

OSEP will review the data and communicate with states via an online communication tool (OMB MAX).

Will I have access to the survey after I have submitted data to database?

Yes. Users will be able to access their state's survey until the April 2 due date. After the due date, a user may review the survey but may NOT modify data until the reopen period.

After starting the survey, can I save the existing entries and come back later to complete it?

Yes. The survey is set up for a user to be able to save a working copy of the data as a draft which can be corrected or

submitted at a later time. All fields of the form must be filled out for the form to save. The “Save as Draft” button is provided at the bottom of the Data Entry forms. When a user selects this button, the data shall be saved to *EMAPS* and the user will be directed to the IDEA Part C Child Count and Setting Collection dashboard. Saving the data as a draft does not submit the data to the database.

If I enter the Part C Child Count and Setting survey more than once, will previously entered data show?

Yes, as long as the user has clicked on the “Save as Draft” button and no fatal errors were detected, the previously entered information will be displayed in the Data Entry forms.

Is there a character limit for the survey comment boxes provided?

Yes. The comment field is a paragraph type format with a maximum size of 4000 characters.

Can I print the results of this survey?

Yes. Users can obtain a HTML version of their state survey from the IDEA Part C Child Count and Setting Reports repository. A record of this survey can be printed and filed away or saved to your desktop as a soft copy.

When should I contact ED Partner Support Center (PSC)?

Contact PSC whenever you have a problem with the submission (e.g., percentages not calculating correctly), login problems, or when you need assistance with the *EMAPS* tool and survey. If you are in doubt about anything related to your submission, please contact PSC and they will route the question to the appropriate responder. Please do not contact OSEP directly.

For login and technical assistance please contact the EDEN Partner Support Center (PSC):

Phone: (877) 457-3336

Email: EDEN_SS@ed.gov

TTY#: (888) 403-3336

PSC is open from 8 AM to 6 PM ET, Monday through Friday.

3.0 Accessing *EMAPS* Step-By-Step Instructions

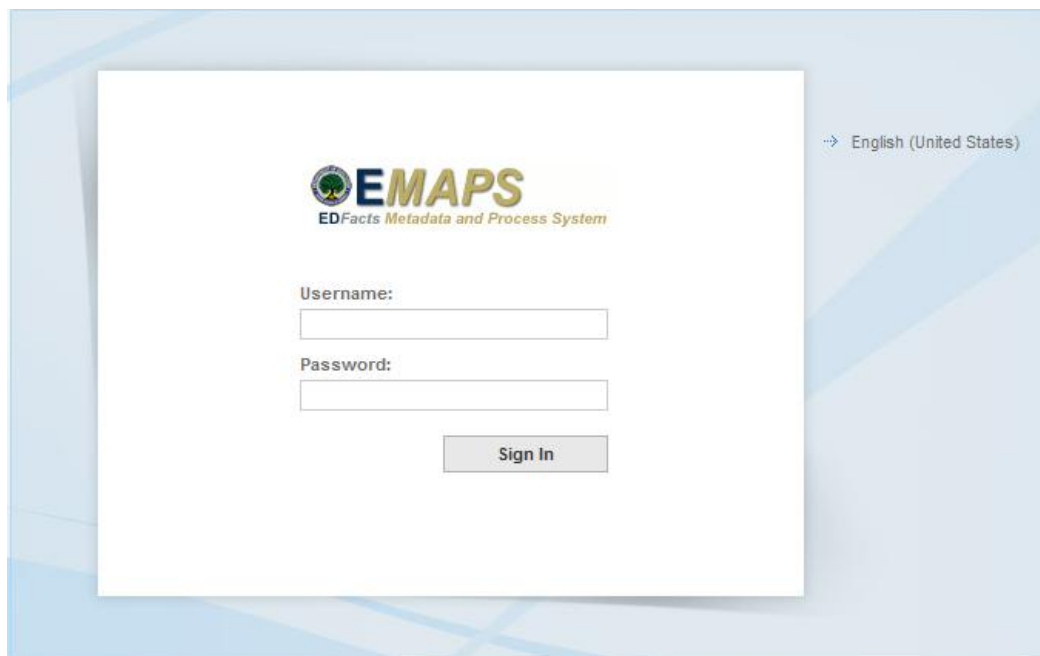
If you need your *EMAPS* login credentials or your username and password reset please contact the Partner Support Center (PSC) for assistance.

3.1 Logging into the *EMAPS* web site directly

To log in directly to *EMAPS*, go to <https://emaps.ed.gov/suite/> which will navigate you to the *EMAPS* login screen (see figure1). Users will enter their assigned username and password for access.

NOTE! Your *EMAPS* username and password are case sensitive.

Figure 1



4.0 Launching the Survey from the EMAPS Home Page

4.1 EMAPS Home Page

When you log into EMAPS, you are immediately taken to the EMAPS Home page.

Under the Metadata Collections header you will see the "IDEA Part C Child Count and Setting", click the link "Click Here to Begin" to start the process (see figure 2).

Figure 2

Home

Metadata Collections

IDEA Part C Child Count and Setting

[Click here to begin](#)



IDEA Part C Dispute Resolution

[Click here to begin](#)

IDEA Part C Exiting

[Click here to begin](#)

4.2 IDEA Part C Child Count and Setting Start Page

Once you have clicked on the “Click Here to Begin” link, you will see the survey start link for your state or entity (see figure 3). Click the link “[state’s name] – IDEA Part C Child Count and Setting Main” to enter the IDEA Part C Child Count and Setting Dashboard.

Figure 3

 [EMAPS Home](#) ▼

Part C Child Count and Setting

Part C Child Count and Setting

Name
Arizona IDEA Part C Child Count and Setting Main

NOTE! If a user attempts to access the survey from this start page after the survey is closed for data submission, they will see a blank screen as displayed below (see figure 4)

Figure 4

Name	
No results	

5.0 The IDEA Part C Child Count and Setting Dashboard

The IDEA Part C Child Count and Setting dashboard will contain six links (See figure 5). In order to navigate into each section, click the link you would like to update.

1 – Section A: Child Count and Setting by Age – This form is where Part C Data Managers will input data for Child Count and Setting by Age.

2 – Section B: Child Count and Setting by Race/Ethnicity – This form is where Part C Data Managers will input data for Child Count and Setting by Race/Ethnicity.

3 – Section C: Child Count by Gender– This form is where Part C Data Managers will input data for Child Count by Gender.

4 – Section D: At Risk Child Count – This form is where Part C Data Managers will input data for their At Risk Child Count.

5 – Section E: Cumulative Child Count – This form is where Part C Data Managers will input the Cumulative Child Count for the school year. This section is optional.







NOTE! If a Part C Data Manager exits a data entry page without submitting a draft version first, the data entered will not display. Please save your survey as a draft while in each of the data entry forms before closing the webpage.

6 - Review and Submit form – This form is where Part C Data Managers will review the entered counts for edit checks (errors) or submit the survey to the database.

Figure 5

Arizona IDEA Part C Child Count and Setting Main

Part C Child Count and Setting

-  1. Section A: Child Count and Setting by Age
-  2. Section B: Child Count and Setting by Race/Ethnicity
-  3. Section C: Child Count by Gender
-  4. Section D: At Risk Child Count
-  5. Section E: Cumulative Child Count - Optional
-  6. Review and Submit

6.0 Data Entry

To begin submitting the IDEA Part C Child Count and Setting Collection, users will select the link for the form they wish to update (see figure 5).

The use of a Not Applicable entry is allowed ONLY for the fields collecting counts of children ages “4 to 5” and “children ages 5 or older” If a count is not applicable to your state, report “NA”.

Only the following permitted values are accepted in data fields: 0, a positive integer, “M” for missing, or “NA” for not applicable.

The “M” for missing and “NA” for not applicable must be capitalized to be accepted by the system.

Each field must have a response.

If a user closes the survey window from the browser without clicking the “Save as Draft” button, data will not save and your EMAPS survey session will end.

No sampling is permitted for this data collection.

In providing data for this collection, the state is to submit complete and unsuppressed data.

NOTE! If you are not redirected to the IDEA Part C Child Count and Setting Dashboard after clicking on the “Save as Draft” button, check the survey for fatal errors on the Data Entry forms.

NOTE! EMAPS must go down each night. It will go down at 2:00 AM (ET) for about two hours. At this time, no user will be able to view or log into the EMAPS as the webpage will be unavailable.

6.1 Entering your Child Count Date

At the top of the Section A: Data Entry Form, there is a space to enter your state's Child Count Date as shown in figure 7 below:

Figure 7

Delaware - Section A: Child Count and Setting by Age

Please complete the form below.

Year 2013-14

A zero count should be used when there were no children to report in the specific category for the given reporting period. Enter "M" (Missing) if the state did not collect or could not report a count for the specific category. Please provide an explanation for the missing data in the comment box at the bottom of the survey pages. For Rows 5 and 6 (age 4 to 5 & age 5 or older), enter "NA" if the category is not applicable to your state.

What is your state's Child Count date
(M/D/YYYY)?

M/d/yyyy



Child count date must be between **Oct 1, 2013 and Dec 1, 2013** (inclusive). If the date does not fall within these dates, there will be an error on the review page.

6.2 Child Count and Setting by Age

The Section A: Child Count and Setting by Age form is below the child count date question.

Report the (unduplicated) number of children with an active individualized family service plan (IFSP) in place on the child count date, according to the child's age and primary setting.

Users should enter one of the accepted values (zero, positive integers and "M" for missing are accepted values in all fields in this section) into each of the data fields. A zero count should be used when there were no children to report in the specific category for the given reporting period. Enter "M" (Missing) if the state did not collect or could not report a count for the specific category. Please provide an explanation for the missing data in the comment box at the bottom of the survey pages.

Total fields on the far right and those on the bottom are auto-calculated by the system. (See figure 8)

Do not use the enter key when your cursor is in a data field. If you notice an error in the calculated totals, please contact PSC.

Figure 8

	Home	Community - Based Setting	Other Setting	Total	Percentage
A1. Age Group and Setting of Infants and Toddlers , Ages Birth through 2					
* 1. Birth to 1	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	0
* 2. 1 to 2	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	0
* 3. 2 to 3	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	0
* Total (Birth through :	0	0	0	0	100

Total and Percentage fields on the far right and those on the bottom are auto-calculated by the system.

When calculating totals the value of “M” will be treated as a zero.

Below the Age Group and Setting of Infants and Toddlers, Ages Birth through 2, answer the question about providing early intervention services to children ages 3 and older. (See figure 9)

Figure 9

* Has your state elected under 20 U.S.C. 1432(5)(B)(ii) and 1435(c) to provide parents the choice of, and the child's parent has consented to their child, continuing to receive Part C services (in lieu of FAPE) under 20 U.S.C. 1435 (c), for children ages 3 and older?

☐ Yes
☐ No

States that answer "No" may enter comments as necessary on this page and select Save as Draft.

States that answer "Yes" must complete section A2- Age Group and Setting of Children, Ages 3 or Older. (See figure 10)

NOTE! The question in figure 9 appears on the pages for Section A, Section B, and Section C. The answer to this question must be selected once, on the first of the three pages visited. The response to this question will be saved and will appear on each of these screens, and must be the same on each of these screens. If the response is "Yes," the state will need to complete the requested information on children ages 3 and older on each of those pages.

Users should enter one of the accepted values (zero, positive integers, "NA" for not applicable and "M" for missing are accepted values in all fields in this section) into each of the data fields. A zero count should be used when there were no children to report in the specific category for the given reporting period. Enter "M" (Missing) if the state did not collect or could not report a count for the specific category. Please provide an explanation for the missing data in the comment box at the bottom of the survey pages. For Rows 5 and 6 (age 4 to 5 & age 5 or older), enter "NA" if the category is not applicable to your state.

Figure 10

	Home	Community - Based Setting	Other Setting	Total	Percentage
A2. Age Group and Setting of Children, Ages 3 or Older					
* 4. 3 to 4	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	0
* 5. 4 to 5	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	0
* 6. 5 or Older	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	0
* Total (3 or Older)	0	0	0	0	100

Please provide any additional information supplementing any of the questions on this form, if needed.

OMB Number: 1820-0557
Form Expires on: 08/31/2014

[Save as Draft](#)

After entering data, the user should select Save as Draft.

Do not use the enter key when your cursor is in a data field. If you notice an error in the calculated totals, please contact PSC.

6.3 Child Count and Setting by Race/Ethnicity

Section B is the Child Count and Setting by Race/Ethnicity form.

Report the (unduplicated) number of children with an active individualized family service plan (IFSP) in place on the child count date, according to the child's race/ethnicity and primary setting.

Users should enter one of the accepted values (zero, positive integers and "M" for missing are accepted values in all fields in this section) into each of the data fields. A zero count should be used when there were no children to report in the specific category for the given reporting period. Enter "M" (Missing) if the state did not collect or could not report a

count for the specific category. Please provide an explanation for the missing data in the comment box at the bottom of the survey pages.

Total fields on the far right and those on the bottom are auto-calculated by the system. (See figure 11)

Do not use the enter key when your cursor is in a data field. If you notice an error in the calculated totals, please contact PSC.

Figure 11

	Home	Community - Based Setting	Other Setting	Total	Percentage
B.1 Race/Ethnicity of Infants and Toddlers, Ages Birth through 2					
* 1. Hispanic/Latino	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	0
* 2. American Indian or	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	0
* 3. Asian	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	0
* 4. Black or African Arr	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	0
* 5. Native Hawaiian or	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	0
* 6. White	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	0
* 7. Two or More Race:	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	0
* Total (Birth through 2)	0	0	0	0	100

Total and Percentage fields on the far right and those on the bottom are auto-calculated by the system.

When calculating totals the value of “M” will be treated as a zero.

Below the Race/ Ethnicity and Setting of Infants and Toddlers, Ages Birth through 2, answer the question about providing early intervention services to children ages 3 and older. (See figure 12)

Figure 12

* Has your state elected under 20 U.S.C. 1432(5)(B)(ii) and 1435(c) to provide parents the choice of, and the child's parent has consented to their child, continuing to receive Part C services (in lieu of FAPE) under 20 U.S.C. 1435 (c), for children ages 3 and older?

☐ Yes
☐ No

States that answer “No” may enter comments as necessary on this page and select Save as Draft.

States that answer “Yes” must complete section B2- Race/ Ethnicity and setting of Children, Ages 3 or Older. (See figure 13)

NOTE! The question in figure 12 appears on the pages for Section A, Section B, and Section C. The answer to this question must be selected once, on the first of the three pages visited. The response to this question will be saved and will appear on each of these screens, and must be the same on each of these screens. If the response is “Yes,” the state will need to complete the requested information on children ages 3 and older on each of those pages.

Figure 13

B.2 Race/Ethnicity of Children, Ages 3 or Older					
* 8. Hispanic/Latino	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	0
* 9. American Indian or	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	0
* 10. Asian	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	0
* 11. Black or African A	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	0
* 12. Native Hawaiian (<input type="text"/>	<input type="text"/>	<input type="text"/>	0	0
* 13. White	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	0
* 14. Two or More Race	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	0
* Total (3 or Older)	0	0	0	0	100

Please provide any additional information supplementing any of the questions on this form, if needed.

OMB number: 1820-0557
Form Expires on: 08/31/2014

[Save as Draft](#)

Total and Percentage fields on the far right and those on the bottom are auto-calculated by the system.

When calculating totals the value of “M” will be treated as a zero.

After entering data, the user should select Save as Draft.

Do not use the enter key when your cursor is in a data field. If you notice an error in the calculated totals, please contact PSC.

6.4 Child Count by Gender

Section C is the Child Count by Gender form.

Report the (unduplicated) number of children with an active individualized family service plan (IFSP) in place on the child count date, according to the child's gender.

Users should enter one of the accepted values (zero, positive integers and M for missing are accepted values in all fields in this section) into each of the data fields. A zero count should be used when there were no children to report in the specific category for the given reporting period. Enter "M" (Missing) if the state did not collect or could not report a count for the specific category. Please provide an explanation for the missing data in the comment box at the bottom of the survey pages. Percentage fields on the far right and those on the bottom are auto-calculated by the system. (See figure 14)

Do not use the enter key when your cursor is in a data field. If you notice an error in the calculated totals, please contact PSC.

Figure 14

	Total	Percentage
C1. Gender of Infants and Toddlers, Ages Birth through 2		
* 1. Male	<input type="text"/>	0
* 2. Female	<input type="text"/>	0
* Total (Birth thr	0	100

Total and Percentage fields on the far right and those on the bottom are auto-calculated by the system. When calculating totals the value of "M" will be treated as a zero.

Below the Gender of Infants and Toddlers, Ages Birth through 2, answer the question about providing early intervention services to children ages 3 and older. (See figure 15)

Figure 15

* Has your state elected under 20 U.S.C. 1432(5)(B)(ii) and 1435(c) to provide parents the choice of, and the child's parent has consented to their child, continuing to receive Part C services (in lieu of FAPE) under 20 U.S.C. 1435 (c), for children ages 3 and older?

☐ Yes
☐ No

States that answer “No” may enter comments as necessary on this page and select the Save as Draft button.

States that answer “Yes” must complete section C2- Gender of Children, Ages 3 or Older. (See figure 16)

NOTE! The question in figure 15 appears on the pages for Section A, Section B, and Section C. The answer to this question must be selected once, on the first of the three pages visited. The response to this question will be saved and will appear on each of these screens, and must be the same on each of these screens. If the response is “Yes,” the state will need to complete the requested information on children ages 3 and older on each of those pages.

Figure 16

	Total	Percentage
C2. Gender of Children, Ages 3 or Older		
* 3. Male	<input type="text"/>	0
* 4. Female	<input type="text"/>	0
* Total (3 or Older)	0	100

Please provide any additional information supplementing any of the questions on the form, if needed.

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Save as Draft

Total and Percentage fields on the far right and those on the bottom are auto-calculated by the system.

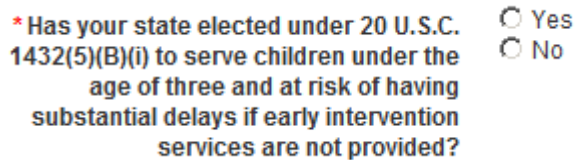
When calculating totals the value of “M” will be treated as a zero.
After entering data, the user should select Save as Draft.

Do not use the enter key when your cursor is in a data field. If you notice an error in the calculated totals, please contact PSC.

6.5 At Risk Child Count

Section D: At Risk Child Count Section begins with a question identifying whether your state has elected to serve children under the age of three and at risk of having substantial delays if early intervention services are not provided. (See figure 17)

Figure 17



* Has your state elected under 20 U.S.C. 1432(5)(B)(i) to serve children under the age of three and at risk of having substantial delays if early intervention services are not provided?

☐ Yes
☐ No

States that answer “No” may enter comments as necessary on this page and select the Save as Draft button.

States that answer “Yes” must enter counts of At Risk Infants and Toddlers, Ages Birth through 2. (See figure 18)

Report the (unduplicated) number of infants and toddlers, ages birth through 2, who were determined under 20 U.S.C. 1432(5)(B)(i) to be at risk of experiencing substantial developmental delays if early intervention services were not provided and who have an active IFSP in place on the count date, according to the child’s race/ ethnicity and age on the child count date.

Users should enter one of the accepted values (zero, positive integers and “M” for missing are accepted values in all fields in this section) into each of the data fields. A zero count should be used when there were no children to report in the specific category for the given reporting period. Enter "M" (Missing) if the state did not collect or could not report a count for the specific category. Please provide an explanation for the missing data in the comment box at the bottom of the survey pages.

Figure 18

	Total	Birth to	1 to 2	2 to 3
At Risk infants and toddlers, Ages Birth through 2 (These Infants and toddlers should be included in counts for Section A.1 and B.1)				
* 1. Hispanic/Latino	<input type="text"/>			
* 2. American Indian or Alaska Nati	<input type="text"/>			
* 3. Asian	<input type="text"/>			
* 4. Black or African American	<input type="text"/>			
* 5. Native Hawaiian or Other Pacifi	<input type="text"/>			
* 6. White	<input type="text"/>			
* 7. Two or More Races	<input type="text"/>			
* Total (Birth through 2)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please provide any additional information supplementing any of the questions on this form, if needed.

OMB number: 1820-0557
Form Expires on: 08/31/2014

[Save as Draft](#)

Do not use the enter key when your cursor is in a data field. If you notice an error in the calculated totals, please contact PSC.

When calculating totals the values of "M" will be treated as a zero.

After entering data, the user should select Save as Draft.

6.6 Cumulative Child Count- Optional

Section E: Cumulative Child Count is an optional section. This section collects the cumulative number of infants and toddlers with disabilities, ages birth through 2, who received early intervention services during the most recent 12-month period for which data are available.



States completing this section should enter dates for the reference period, and the total number of infants and toddlers. (See figure 19)

Figure 19

Delaware - Section E: Cumulative Child Count - Optional

Please complete the form below.

Year 2013-14

Cumulative Number of Infants and Toddlers who received early intervention services.		
From: <input type="text" value="M/d/yyyy"/>	To: <input type="text" value="M/d/yyyy"/>	Number of Infants and Toddlers
		<input type="text" value="0"/>
Age: Birth through 2 Only		

OMB number: 1820-0557
Form Expires on: 08/31/2014

Save as Draft

After entering data, the user should select Save as Draft.

6.7 Fatal Errors in Data Entry Forms

If there are errors in the data entry forms a message will appear below the field that has the error. These errors may happen when:

- A negative integer is entered into a field
- A decimal number is entered into a field.
- A special character is entered into a field

- An unacceptable letter code is entered into a field
- NA is entered into a field, when not an accepted value

See figure 20 below for examples of these errors.

Figure 20

Home	Community - Based Setting	Other Setting
, Ages Birth through 2		
-7	m	
Value must be a positive integer	Must be a positive Integer or "M"	
2.5	NA	0
Value must be a whole number	Must be a positive Integer or "M"	
&		
Must be a positive Integer or "M"		
Missing	0	

7.0 Review and Submit Form

Submitters will need to be in the Review and Submit form in order to save the survey to the database and complete the submission process. Once the survey has been submitted to the database, an HTML report and the new Year-to-Year Comparison report containing the survey results will be auto generated and e-mailed to the state IDEA Part C Data Manager. Once the survey has been submitted to the database, ED will have access to the state's survey responses as well.

If the data pass the edit checks, the following message will be displayed in blue text at the bottom of the Review and Submit page, “There are no errors. Please submit the results of the survey by clicking the “Submit Data to Database” button.” (See figure21).

There is an additional comment box on this screen that is used to explain any errors, or make any additional notes concerning the data.

Figure 21

There are no errors. Please submit the results of the survey by clicking the 'Submit Data to Database' button.

Please provide any additional information supplementing any errors on the form, if needed.

OMB number: 1820-0557
Form Expires on: 08/31/2014

To Dashboard

Submit Data to Database

NOTE! If you do not click submit your data to the database, you **HAVE NOT** completed the necessary steps for this collection.

7.1 Errors in Review and Submit

Errors will appear on the Review and Submit form if:

- The child count date is not between October 1 and December 1, 2013 (inclusive).
- The total by age group does not match the total by Race/Ethnicity.
- The total by age group does not match the total by Gender.

- The total by Race/Ethnicity does not match the total by Gender.
- The total of At Risk by age groups does not match the total of At Risk by Race/Ethnicity.
- The total count of infants and toddlers by age in Home setting does not equal the total infants and toddlers by race in Home setting.
- The total count of infants and toddlers by age in Community setting does not equal the total infants and toddlers by race in Community setting.
- The total count of infants and toddlers by age in Other setting does not equal the total infants and toddlers by race in Other setting.
- The total count of children by age in Home setting does not equal the total children by race in Home setting.
- The total count of children by age in Community setting does not equal the total children by race in Community setting.
- The total count of children by age in Other setting does not equal the total children by race in Other setting.
- The timeframe for Cumulative Child Count does not equal one year.

States may leave a comment explaining any errors.

Figure 22

Please note that the data entered result in the following relationships which violate edit checks: Child Count Date does not fall into proper range, Total number of Infants and Toddlers by Age <> Total number of Infants and Toddlers by Race, Total number of Infants and Toddlers by Race <> Total number of Infants and Toddlers by Gender, Timeframe is not equal to a year

Please provide any additional information supplementing any errors on the form, if needed.

OMB number: 1820-0557
Form Expires on: 08/31/2014

To Dashboard

Submit Data to Database

In order to make any changes to the survey select the “To Dashboard” button and return to the survey dashboard. The Review and Submit page is read only.

Error messages may show “<>” This symbol means “Not Equal to.”

In the error messages, “Infants and Toddlers” refers to the birth through age 2 age group and “Children” refers to the ages 3 or older age group.

8.0 Accessing IDEA Part C Child Count and Setting Reports **Updated!**

The Year-to-Year comparison report is a.csv file that will display data from the prior year so that changes may be tracked (see figure 29). This report may be viewed using Excel. In future years, the report will display three years of data, but for the 2013-14 reporting year, only 2012-13 is available for comparison.

To access your state’s reports, select the Part C Reports link folder located under the Reports and Files section on the right hand side of the EMAPS Home page. (See figure 23)

Figure 23

My Account

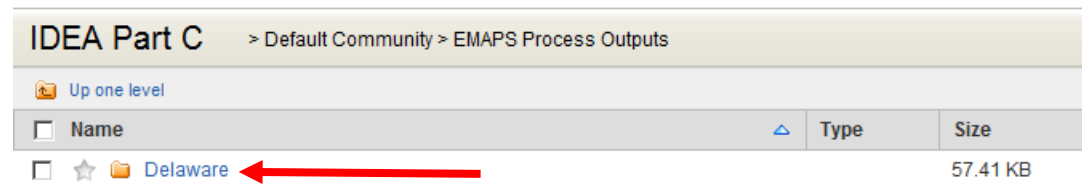
Change Password
[Click here to begin](#)

Reports and Files

IDEA Part C Report
📁 [IDEA Part C Reports](#) ←
📖 [User Guide - IDEA Part C Child Count and Setting](#)
📖 [User Guide - Part C Dispute Resolution](#)
📖 [User Guide - IDEA Part C Exiting](#)

Once you click on the survey folder your state's folder will display (see figure 24).

Figure 24



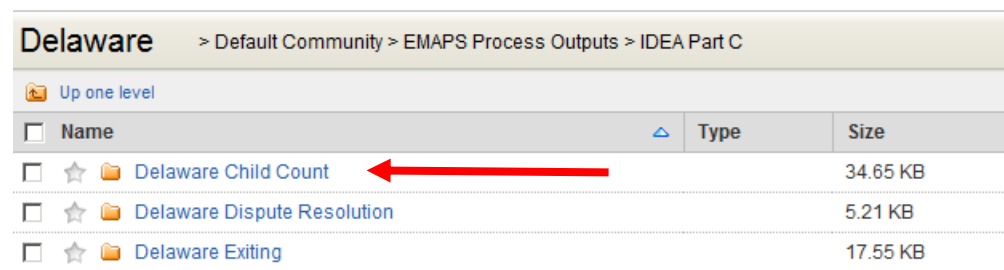
The screenshot shows a web interface for IDEA Part C. The breadcrumb trail is "> Default Community > EMAPS Process Outputs". Below the breadcrumb is a link "Up one level" with a folder icon. A table lists the contents:

<input type="checkbox"/>	Name	Type	Size
<input type="checkbox"/>	★ Delaware		57.41 KB

A red arrow points to the "Delaware" folder name.

Once you have clicked your state's folder select the Child Count Folder for your state (see figure 25).

Figure 25



The screenshot shows the contents of the Delaware folder. The breadcrumb trail is "> Default Community > EMAPS Process Outputs > IDEA Part C". Below the breadcrumb is a link "Up one level" with a folder icon. A table lists the contents:

<input type="checkbox"/>	Name	Type	Size
<input type="checkbox"/>	★ Delaware Child Count		34.65 KB
<input type="checkbox"/>	★ Delaware Dispute Resolution		5.21 KB
<input type="checkbox"/>	★ Delaware Exiting		17.55 KB

A red arrow points to the "Delaware Child Count" folder name.

In this folder will find the HTML copies of your Child Count and Setting Survey as well as the Year-to-Year Comparison Report. (see figure 26)

If your state has submitted multiple surveys, users should reference the time date stamp to locate the most recent submission. The most recent submission will be the survey that was last submitted to the database and the collection ED will use for analysis.

Figure 26

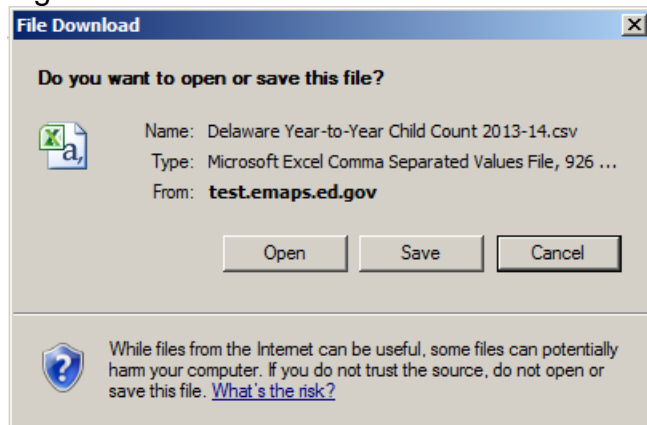
Delaware Child Count > Default Community > EMAPS Process Outputs > IDEA Part C > Delaware

Up one level New Folder Upload Bulk Upload

<input type="checkbox"/>	Name	Type	Size	Created By	Modified	Version
<input type="checkbox"/>	Delaware Year-to-Year Child Count 2013-14	CSV File	0.9 KB	Goody Bruffy	Nov 22, 2013 9:50 AM	1
<input type="checkbox"/>	Delaware-Child Count and Setting-2012-13	HTML	17.18 KB	Goody Bruffy	Feb 6, 2013 1:36 PM	1
<input type="checkbox"/>	Delaware-Child Count and Setting-2013-14	HTML	16.57 KB	Goody Bruffy	Nov 22, 2013 9:50 AM	1

Once submitters have clicked on a survey report link, the following pop-up box will appear instructing the user to “Open” or “Save” the document (see figure 27).

Figure 27



Once you select open, the report you have selected will appear (see figure 28 and figure 29).

Figure 28



ie

IDEA Part C - Child Count and Setting Release 1.0

Year: 2012-13

A zero count should be used when there were no children to report in the specific category for the given reporting period. Enter "M" (Missing) if the state did not collect or could not report a count for the specific category. Please provide an explanation for the missing data in the comment box at the bottom of the survey pages. Enter "NA" if the category is not applicable to your state.

Your State's Part C Child Count Date is: **11/14/2012**

Has your state elected under 20 U.S.C. 1432(5)(B)(ii) and 1435(c) to provide parents the choice of, and the child's parent has consented to their child, continuing to receive Part C services (in lieu of FAPE) under 20 U.S.C. 1435(c) for children ages 3 and older? **No**

Section A: Child Count and Setting by Age

<i>A.1. Age Group and Setting of Infants and Toddlers, Ages Birth through 2</i>					
Age Group	Home	Community-Based Setting	Other Setting	Total	Percentage
Birth to 1	10	10	10	30	33.33
1 to 2	10	10	10	30	33.33

Figure 29

	A	B	C	D	E	F	G	H
1	EMAPS - Child Count and Setting							
2	Year 2013-14							
3	StateName: Delaware							
4	Created: 11/22/2013 9:50 AM EST	Year 1	Year 2	Year 3	Difference	Difference	% Change	% Change
5		2011-12	2012-13	2013-14	Year 1 - 2	Year 2 - 3	Year 1 - 2	Year 2 - 3
6	Section A - Birth through 2 Total by Home		6	3		-3		-50
7	Section A - Birth through 2 Total by Community		15	3		-12		-80
8	Section A - Birth through 2 Total by Other Setting		24	3		-21		-87.5
9	Section A - 3 and Older Total by Home		42	NA		0		0
10	Section A - 3 and Older Total by Community		55	NA		0		0
11	Section A - 3 and Older Total by Other Setting		68	NA		0		0
12	Section A - Total Birth to 1		12	3		-9		-75
13	Section A - Totals 1 to 2		15	3		-12		-80
14	Section A - Totals 2 to 3		18	3		-15		-83.33
15	Section D - Total Birth to 1		6	NA		0		0
16	Section D - Totals 1 to 2		15	NA		0		0
17	Section D - Totals 2 to 3		24	NA		0		0
18	Section E - Cumulative Count		0	12		12		1200

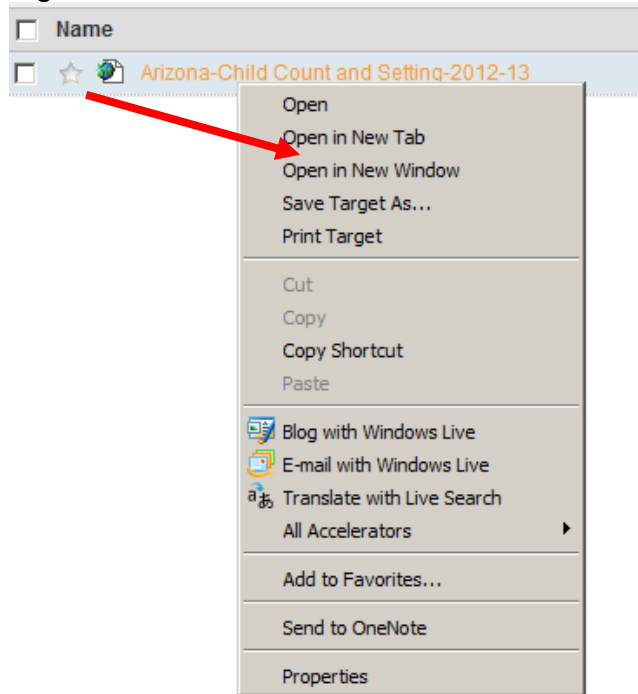
IDEA Part C Data Managers can save this report to their desktop using Internet Explorer browser options or print the report as a hard copy.

NOTE! The edit checks that were violated by the data submitted will be displayed on the HTML survey report, located under the comment box. These edits will appear just as they do in the Review and Submit form; however, the edits on the HTML reports will not be displayed in red text.

To remove the edit checks from displaying in your HTML report, submitters must correct the edits in the Data Entry form. Submitters must re-submit the survey through the Review and Submit form to override the previous submission.

NOTE! When opening a state's HTML report by clicking the survey link, the HTML report will not open in a new tab. If you still plan to work within EMAPS you will need to use the back button to return to the previous screen. Closing the window will end your Internet Explorer session and any other windows you might be working within. To open the report in new tab users should right click on the HTML survey report link and select "Open in a New Tab." Users are given the option to save from this menu as well (see figure 29).

Figure 29



9.0 Glossary of Data Elements

Home - Unduplicated count of children whose early intervention services are provided primarily in the residence of the child's family or caregivers.

Community-based Setting - Unduplicated count of children whose early intervention services are provided primarily in a setting where children without disabilities typically are found. These settings include but are not limited to child care centers (including family day care), preschools, regular nursery schools, early childhood center, libraries, grocery stores, parks, restaurants, and community centers (e.g., YMCA, Boys and Girls Clubs).

Other Setting - Unduplicated count of children whose early intervention services are provided primarily in a setting that is not home or community-based. These settings include, but are not limited to, services provided in a hospital, residential facility, clinic, and EI center/class for children with disabilities.

Primary setting - the service setting in which the child receives the largest number of hours of Part C early intervention services. Determination of primary setting should be based on the information included on the IFSP in place on the Child Count date.

Hispanic/Latino - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. Refers to Hispanic and/or Latino.

American Indian or Alaska Native - A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment. (Does not include persons of Hispanic/Latino ethnicity.)

Asian - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent. This includes, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. (Does not include persons of Hispanic/Latino ethnicity.)

Black or African American - A person having origins in any of the Black racial groups of Africa. (Does not include persons of Hispanic/Latino ethnicity.)

Native Hawaiian or Other Pacific Islander - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. (Does not include persons of Hispanic/Latino ethnicity.)

White - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa. (Does not include persons of Hispanic/Latino ethnicity.)

Two or more races - A person having origins in two or more of the five race categories listed immediately above. (Does not include persons of Hispanic/Latino ethnicity.)

10.0 Appendix A: Part C Child Count Form

TABLE 1 - RE7 (for reporting race/ethnicity according to New 10/2007 Guidance)

REPORT OF CHILDREN RECEIVING
EARLY INTERVENTION SERVICES IN ACCORDANCE WITH PART C

Specific State-Designated Date Between October 1 and December 1 of **2013**

Paperwork Burden Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. Public reporting burden for this collection of information is estimated to average 32.8 hours per State response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is required to obtain or retain a benefit (P.L. 108.446 Section 618). Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20210-4537 or email ICDocketMgr@ed.gov and reference the OMB Control Number 1820-0557. Note: Please do not return the completed Report on Children Receiving Early Intervention Services in Accordance with Part C form to this address.

All States must submit these data via the IDEA Part C Child Count and Setting survey in the EDFacts online survey tool, EMAPS.

Instructions

Authorization: 20 U.S.C. 1418(a)(1)(B), (a)(2), and (a)(3) and 1435(c)(3)

Due Date: April 2, 2014

Sampling Allowed: No

General Instructions

1. Report the number of eligible children receiving early intervention services according to an active individualized family service plan (IFSP) in place on the count date.¹ This must be an unduplicated count within each State; each child is counted once and only once within the State.
2. All reported totals must equal the sum of the subsequent rows or columns. Report zeroes (0) where there are no children to report in a data cell.
3. The count date is a state-designated date between October 1, **2013** and December 1, **2013** (inclusive), and that date should remain consistent each year.²
4. Include children in your State who are:
 - a. Under age three and either (i) Experiencing developmental delays as defined by the State under 20 U.S.C. 1432(5)(A)(i) and 1435(a)(1); or (ii) Diagnosed with a physical or mental condition which has a high probability of resulting in developmental delay under IDEA Section 632(5)(A)(i). Include these children in sections A, B, C, and D.
 - b. Under age three and at risk of having substantial delays if early intervention services are not provided, if your state has elected under 20 U.S.C. 1432(5)(B)(i) to serve such children. Include these children in sections A, B, and C, but not D.
 - c. Age three and older if your state has elected under 20 U.S.C. 1432(5)(B)(ii) and 1435(c) to provide parents the choice of, and the child's parent has consented to their child, continuing to receive Part C services (in lieu of FAPE) under 20 U.S.C. 1435(c). Include these children in sections A, B, and C, but not D.
 - d. Receiving early intervention services regardless of whether federal IDEA Part C funds (including ARRA IDEA Part C funds), IDEA Part B funds, or other funds are used to provide these services.³ Early intervention services are developmental services that:

¹ Include children for whom the only early intervention services on the IFSP for which parental consent was provided are service coordination services or services provided to the family, such as counseling, family training, and home visits.

² OSEP recognizes that, rather than referencing a numerical date (such as November 1) for taking its Child Count each year, some States may have identified a specific day of the week in a given month each year (such as the last Friday of each October). In addition, some States may be unable to reference the same Child Count date if, in a given year, that date falls on a weekend. Therefore, it is acceptable for the actual date of the Child Count in any given year to slide within six (6) days of the State-established reference date without generating any error flags upon submission to the Federal data system.

³ Include children for whom the only early intervention services on the IFSP for which parental consent was provided are service coordination services or services provided to the family, such as counseling, family training, and home visits. Include all children for whom Part C personnel have been unable to provide early intervention services due to child

- (i) are provided in conformity with an IFSP;
- (ii) are provided under public supervision (i.e., Federal, State, or local funds are used in connection with the provision of services). This includes children receiving services through a program funded by public monies as well as children receiving services from a private provider, but whose services are supervised or paid for by a public agency;
- (iii) are provided at no cost except where Federal or State law provides for a system of payments by families, including a schedule of sliding fees;
- (iv) are designed to meet the developmental needs of an infant or toddler with a disability (as defined in 20 U.S.C. 1432(5));
- (v) meet the standards of the State and the requirements of IDEA; and
- (vi) are provided, to the maximum extent appropriate, in natural environments.

More detailed information about the definition of early intervention services can be found in 20 U.S.C. 1432(4) and in **34 CFR §§ 303.13 and 303.16**.

5. Do NOT include on this form children age 3 or older (for example, who are receiving FAPE using Part C funds under 20 U.S.C. 1438(3)) unless your state has elected under 20 U.S.C. 1432(5)(B)(ii) and 1435(c) to provide parents the choice of, and the child's parent has consented to their child, continuing to receive Part C services under 20 U.S.C. 1435(c).
6. STATES SHOULD NOT PROVIDE PERCENTAGES IN SECTIONS A OR B, AS THEY WILL BE CALCULATED AFTER THE COUNTS ARE SUBMITTED.
7. In providing data for this collection, the State is to submit complete and unsuppressed data.

Instructions for Section A: Age and Race/Ethnicity

1. Enter the count date (a date between October 1, **2013** and December 1, **2013**, inclusive).

or family circumstances, lack of response from the parent or family, or inability to contact or locate the family or child after repeated, documented attempts.

2. Report the (unduplicated) number of children receiving early intervention services according to an active IFSP in place on the count date, according to the child's age and race/ethnicity. This count should include:
 - a. In Section A.1, all infants and toddlers with disabilities as defined in 20 U.S.C. 1432(5)(A) and (B)(i), ages birth through 2; and
 - b. In Section A.2, any children with disabilities as defined in 20 U.S.C. 1432(5)(B)(ii), ages 3 or older, who are continuing to receive early intervention services under 20 U.S.C. 1432(5)(B)(ii) and 1435(c). If your state does not offer parents the choice of continuing to receive Part C services under 20 U.S.C. 1432(5)(B)(ii) and 1435(c), leave this section blank.
3. Report children in the appropriate category according to their age on the count date. See instructions below for reporting race/ethnicity.
4. Report children less than 1 year of age in the "birth to 1" cell.
5. States must provide data for each discrete age and age grouping (birth through age 2 and, if appropriate, age 3 or older).
6. States that have discrete age data available must base this report on these actual data. States that do not have data for each discrete age are required to report actual data for the age groupings for birth through age 2 and, if appropriate, age 3 or older.

Instructions for Section B: Gender

1. Report the (unduplicated) number of children receiving early intervention services according to an active IFSP in place on the count date, according to the child's gender. This count should include:
 - a. In Section B.1, all infants and toddlers with disabilities as defined in 20 U.S.C. 1432(5)(A) and (B)(i), ages birth through 2; and
 - b. In Section B.2, any children with disabilities as defined in 20 U.S.C. 1432(5)(B)(ii), ages 3 or older, who are continuing to receive early intervention services under 20 U.S.C. 1432(5)(B)(ii) and 1435(c). If your state does not offer parents the choice of continuing Part C services under 20 U.S.C. 1432(5)(B)(ii) and 1435(c), leave this section blank.
2. The total number of children reported in Section B.1 should equal the total number of children reported in Section A.1. The total number of children reported in Section B.2 should equal the total number of children reported in Section A.2.

Instructions for Section C: At Risk

(TO BE COMPLETED ONLY BY STATES THAT SERVE AT-RISK INFANTS AND TODDLERS)

1. Report the (unduplicated) number of infants and toddlers, ages birth through 2, who were determined under 20 U.S.C. 1432(5)(B)(i) to be at risk of experiencing substantial developmental delays if early intervention services were not provided and who have an active IFSP in place on the count date. These infants and toddlers should also be reported in Sections A.1 and B.1.
2. Report at-risk children according to their age (birth to 1, 1 to 2, or 2 to 3) on the count date. See instructions below for reporting race/ethnicity.

Race/Ethnicity Instructions (Sections A and C)

STATES MUST REPORT THE RACE/ETHNICITY OF THE CHILD, NOT THE FAMILY. FOR EACH OF THE RACE/ETHNICITY CATEGORIES, REPORT AN UNDUPLICATED COUNT OF ALL CHILDREN SERVED UNDER IDEA, PART C.

In October 2007, the Department of Education published its Final Guidance on Maintaining, Collecting and Reporting Racial and Ethnic Data to the U.S. Department of Education in the Federal Register (Vol. 72, No. 202, available at <http://www.gpoaccess.gov/nara/index.html>), referred to in these instructions as the *new guidance*. The procedures for collecting, aggregating, and reporting race and ethnicity, as described in the *new guidance*, must be implemented **for the report of the 2013 Child Count data**.

States should report on all eligible children receiving early intervention services according to an IFSP in place on the count date⁴ according to the seven categories listed below. The following definitions of the seven categories for aggregate report of race/ethnicity have been adapted from definitions appearing in the *new guidance*.

Hispanic/Latino	A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. Refers to Hispanic and/or Latino.
American Indian or Alaska Native	A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment. (<u>Does not</u> include persons of Hispanic/Latino ethnicity.)
Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent. This includes, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. (<u>Does not</u> include

⁴ Include children for whom the only early intervention services on the IFSP for which parental consent was provided are service coordination services or services provided to the family, such as counseling, family training, and home visits.

	persons of Hispanic/Latino ethnicity.)
Black or African American	A person having origins in any of the Black racial groups of Africa. (<u>Does not</u> include persons of Hispanic/Latino ethnicity.)
Native Hawaiian or Other Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. (<u>Does not</u> include persons of Hispanic/Latino ethnicity.)
White	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa. (<u>Does not</u> include persons of Hispanic/Latino ethnicity.)
Two or more races	A person having origins in <u>two or more</u> of the five <u>race</u> categories listed immediately above. (<u>Does not</u> include persons of Hispanic/Latino ethnicity.)
Total	The unduplicated total across the seven (7) race/ethnicity designations.

Note that each child should be reported in only one of the race/ethnicity categories, above.

Instructions for Section D: Cumulative Count

1. This section is OPTIONAL.
2. Report the cumulative number of infants and toddlers with disabilities, ages birth through 2, who received early intervention services (as defined above) during the most recent 12-month period for which data are available. For example, if data on the total number of infants and toddlers served during the period from July 1, **2012**, through June 30, **2013**, are available, report this count and the corresponding dates in Section D.
3. Report the start and end dates of the 12-month period for which data are reported.

Do NOT include children ages 3 or older in this count.

TABLE 1

PAGE 1 OF 4

STATE: _____

CHILD COUNT DATE FOR **2013**

SECTION A

COUNT DATE:	MONTH	DAY	YEAR
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A.1. AGE AND RACE/ETHNICITY OF INFANTS AND TODDLERS, AGES BIRTH THROUGH 2					
	Total	birth to 1	1 to 2	2 to 3	Percent*
TOTAL (ROWS 1-7)					100%
1. HISPANIC/LATINO					
2. AMERICAN INDIAN OR ALASKA NATIVE					
3. ASIAN					
4. BLACK OR AFRICAN AMERICAN					
5. NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER					
6. WHITE					
7. TWO OR MORE RACES					
PERCENT *	100%				

A.2. AGE AND RACE/ETHNICITY OF CHILDREN, AGES 3 OR OLDER					
	Total	3 to 4	4 to 5	5 or older	Percent*
TOTAL (ROWS 1-7)					100%
1. HISPANIC/LATINO					
2. AMERICAN INDIAN OR ALASKA NATIVE					
3. ASIAN					
4. BLACK OR AFRICAN AMERICAN					
5. NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER					
6. WHITE					
7. TWO OR MORE RACES					
PERCENT *	100%				

* STATES SHOULD NOT
PROVIDE PERCENTAGES IN
THIS SECTION. THESE WILL BE

TABLE 1 (CONTINUED)

PAGE 2 OF 4

REPORT OF CHILDREN RECEIVING
EARLY INTERVENTION SERVICES IN ACCORDANCE WITH PART C
CHILD COUNT DATE FOR **2013**

OMB NO.: 1820-0557
FORM EXPIRES: 08/31/2014
STATE: _____

SECTION B

B.1. GENDER OF INFANTS AND TODDLERS, AGES BIRTH THROUGH 2, RECEIVING EARLY INTERVENTION SERVICES		
	Total	Percent*
TOTAL BIRTH THROUGH 2		100%
1. MALE		
2. FEMALE		

B.2. GENDER OF CHILDREN, AGES 3 OR OLDER, RECEIVING EARLY INTERVENTION SERVICES		
	Total	Percent*
TOTAL 3 OR OLDER		100%
1. MALE		
2. FEMALE		

* STATES SHOULD NOT PROVIDE PERCENTAGES IN THIS SECTION. THESE WILL BE CALCULATED BY OSEP'S DATA TRANSMISSION SYSTEM.

TABLE 1 (CONTINUED)
REPORT OF CHILDREN RECEIVING
EARLY INTERVENTION SERVICES IN ACCORDANCE WITH PART C
CHILD COUNT DATE FOR 2013

PAGE 3 OF 4
OMB NO.: 1820-0557
FORM EXPIRES: 08/31/2014
STATE: _____

SECTION C
(TO BE COMPLETED ONLY BY STATES THAT SERVE AT-RISK INFANTS AND TODDLERS)

AT-RISK INFANTS AND TODDLERS, AGES BIRTH THROUGH 2 (THESE INFANTS AND TODDLERS SHOULD BE INCLUDED IN COUNTS FOR SECTIONS A.1 AND B.1)				
		AGE AS OF CHILD COUNT DATE		
	Total	birth to 1	1 to 2	2 to 3
TOTAL (ROWS 1-7)				
1. HISPANIC/LATINO				
2. AMERICAN INDIAN OR ALASKA NATIVE				
3. ASIAN				
4. BLACK OR AFRICAN AMERICAN				
5. NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER				
6. WHITE				
7. TWO OR MORE RACES				

TABLE 1 (CONTINUED)
REPORT OF CHILDREN RECEIVING
EARLY INTERVENTION SERVICES IN ACCORDANCE WITH PART C

CHILD COUNT DATE FOR **2013**

STATE: _____

SECTION D
(OPTIONAL)

CUMULATIVE NUMBER OF INFANTS AND TODDLERS WHO RECEIVED EARLY INTERVENTION SERVICES FROM ____/____/____ TO ____/____/____ (SPECIFY EXACT DATES)	
NUMBER OF INFANTS AND TODDLERS	AGE: Birth through 2 ONLY

11.0 Appendix B: Part C Setting Form

TABLE 2 – RE7 (for reporting race/ethnicity according to New 10/2007 Guidance)

REPORT OF PROGRAM SETTINGS WHERE EARLY INTERVENTION
SERVICES ARE PROVIDED TO CHILDREN WITH
DISABILITIES AND THEIR FAMILIES IN ACCORDANCE WITH PART C

Child Count Date for **2013**

Paperwork Burden Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. Public reporting burden for this collection of information is estimated to average 23.9 hours per State response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The obligation to respond to this collection is required to obtain or retain a benefit (P.L. 108.446 Section 618). Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20210-4537 or email ICDocketMgr@ed.gov and reference the OMB Control Number 1820-0557. Note: Please do not return the completed Report of Program Settings Where Early Intervention Services are Provided to Children with Disabilities and their Families in Accordance with Part C form to this address.

All States must submit these data via the IDEA Part C Child Count and Setting survey in the EDFacts online survey tool, EMAPS.

Instructions

Authorization: 20 U.S.C. 1418(a)(3)

Due Date: April 2, 2014

Sampling Allowed: No

General Instructions

1. Report the primary early intervention service setting for all children reported on Table 1, Report of Children Receiving Early Intervention Services in Accordance with Part C for **2013**. These are the children receiving early intervention services according to an active individualized family service plan (IFSP) in place on the date of the Child Count.
2. States *must* use the same date for reporting settings data that is used in reporting the Child Count for that year. Note further that the total count and crosstabulations under this table by age and race must match those provided in the Child Count (Table 1).
3. Your count should include infants and toddlers with disabilities (as defined in 20 U.S.C. 1432(5)(A) and (B)(i)) who are under age three, and also children with disabilities age three and older, if your state has elected under 20 U.S.C. 1432(5)(B)(ii) and 1435(c) to provide parents the choice of, and the child's parent has consented to their child, continuing to receive Part C services (in lieu of FAPE) under 20 U.S.C. 1435(c).
4. Do NOT include children age three or older (for example, who are receiving FAPE using Part C funds under 20 U.S.C. 1438(3)) unless your state has elected under 20 U.S.C. 1432(5)(B)(ii) and 1435(c) to provide parents the choice of, and the child's parent has consented to their child, continuing to receive Part C services under 20 U.S.C. 1435(c).
5. All totals must represent the sum of the successive rows or columns.
6. In providing data for this collection, the State is to submit complete and unsuppressed data.

Specific Row (Setting) Instructions

For each early intervention service setting, report the number of children whose IFSP indicates this is the primary early intervention setting. This is an unduplicated count; within each section, each child is counted once and only once.

Report children and families in one of the following setting categories:

Home. Unduplicated count of children whose early intervention services are provided primarily in the residence of the child's family or caregivers.

Community-based Setting. Unduplicated count of children whose early intervention services are provided primarily in a setting where children without disabilities typically are found. These settings include but are not limited to child care centers (including family day care), preschools, regular nursery schools, early childhood center, libraries, grocery stores, parks, restaurants, and community centers (e.g., YMCA, Boys and Girls Clubs).

Other Setting. Unduplicated count of children whose early intervention services are provided primarily in a setting that is not home or community-based. These settings include, but are not limited to, services provided in a hospital, residential facility, clinic, and EI center/class for children with disabilities.

Primary setting is the service setting in which the child receives the largest number of hours of Part C early intervention services. Determination of primary setting should be based on the information included on the IFSP in place on the Child Count date.

- If, according to the IFSP, the only early intervention services that are provided are service coordination services or services provided to a family member, such as counseling, family training, and home visits, report for this child the setting where most of these services are provided. If this information is not specified in the IFSP, report the child in the *other setting* category.
- If, according to the IFSP, all of the early intervention services for a child were delivered in the same setting then that setting is the primary setting. For example, if the IFSP states that the child receives 1 hour of physical therapy services in his or her home each week, and that is the only early intervention service the child receives (in addition to service coordination services) according to the IFSP in place on the Child Count date, then the home is the primary setting for that child.
- If, according to the IFSP, a child was to receive services in more than one setting, report the child in the setting in which he or she was to receive the largest number of hours of early intervention service. For example, a toddler who receives 1 hour of service a month in the home and 4 hours of service a month in a preschool that serves children without disabilities in addition to children with disabilities, should be reported in the category “community-based setting.”
- If, according to the IFSP, there is tie for primary setting (the child was to receive an equal number of hours of service in two or more settings and the child does not receive a higher number of hours of early intervention service in a different setting), report primary setting based on the following decision rules:
 1. If the child receives an equal number of hours of service in the home and one or both of the other settings, report the child in the home setting.
 2. If the child receives an equal number of hours of service in a community-based setting and other settings, report the child in the community-based setting.

Specific Column (Age) Instructions for Section A

1. Report the (unduplicated) number of children with an active IFSP in place on the Child Count date, according to the child’s age and primary setting. This count should include:
 - a. In Section A.1, all infants and toddlers, ages birth through 2; and

- b. In Section A.2, any children, ages 3 or older, with disabilities continuing in early intervention services under 20 U.S.C. 1432(5)(B)(ii) and 1435(c). If your state does not offer parents the choice of continuing Part C services under 20 U.S.C. 1432(5)(B)(ii) and 1435(c), leave this section blank.
2. Report children according to their age on the date of the Child Count.
3. For each column, the total number of infants and toddlers reported for that age in Section A.1 should equal the number of infants and toddlers reported for that age in Section A.1 of Table 1, Report of Children Receiving Early Intervention Services in Accordance with Part C.
4. For each column, the total number of children reported for that age column in Section A.2 should equal the number of children reported for that age in Section A.2 of Table 1, Report of Children Receiving Early Intervention Services in Accordance with Part C.

Specific Column (Race/Ethnicity) Instructions for Section B

1. Report the (unduplicated) number of children with an active IFSP in place on the Child Count date, according to the child's race/ethnicity and primary setting. This count should include:
 - a. In Section B.1, all infants and toddlers, ages birth through 2; and
 - b. In Section B.2, any children, ages 3 or older, with disabilities continuing in early intervention services under 20 U.S.C. 1432(5)(B)(ii) and 1435(c). If your state does not offer parents the choice of continuing Part C services under 20 U.S.C. 1432(5)(B)(ii) and 1435(c), leave this section blank.
2. For each row (setting), the total number of children reported for that setting in Section B.1 should equal the total number of children reported for that setting in Section A.1.
3. For each row (setting), the total number of children reported for that setting in Section B.2 should equal the total number of children reported for that setting in Section A.2.
4. For each column (race/ethnicity), the total number of infants and toddlers reported for that race/ethnicity category in Section B.1 should equal the number of infants and toddlers reported for that race/ethnicity category in Section A.1 of Table 1, Report of Children Receiving Early Intervention Services in Accordance with Part C.
5. For each column (race/ethnicity), the total number of children reported for that race/ethnicity category in Section B.2 should equal the number of children reported for that race/ethnicity category in Section A.2 of Table 1, Report of Children Receiving Early Intervention Services in Accordance with Part C.

STATES MUST REPORT THE RACE/ETHNICITY OF THE CHILD, NOT THE FAMILY. FOR EACH OF THE RACE/ETHNICITY CATEGORIES, REPORT AN UNDUPLICATED COUNT OF ALL CHILDREN SERVED UNDER IDEA, PART C.

In October 2007, the Department of Education published its Final Guidance on Maintaining, Collecting and Reporting Racial and Ethnic Data to the U.S. Department of Education in the Federal Register (Vol. 72, No. 202, available at <http://www.gpoaccess.gov/nara/index.html>), referred to in these instructions as the *new guidance*. The procedures for collecting, aggregating, and reporting race and ethnicity, as described in the *new guidance*, must be implemented for the report of the **2013 Settings data**.

States should report all children with disabilities according to the seven categories listed below. The following definitions of the seven categories for aggregate report of race/ethnicity have been adapted from definitions appearing in the *new guidance*.

Hispanic/Latino	A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. Refers to Hispanic and/or Latino.
American Indian or Alaska Native	A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment. (<u>Does not</u> include persons of Hispanic/Latino ethnicity.)
Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent. This includes, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. (<u>Does not</u> include persons of Hispanic/Latino ethnicity.)
Black or African American	A person having origins in any of the Black racial groups of Africa. (<u>Does not</u> include persons of Hispanic/Latino ethnicity.)
Native Hawaiian or Other Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands. (<u>Does not</u> include persons of Hispanic/Latino ethnicity.)
White	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa. (<u>Does not</u> include persons of Hispanic/Latino ethnicity.)
Two or more races	A person having origins in <u>two or more</u> of the five <u>race</u> categories listed immediately above. (<u>Does not</u> include persons of Hispanic/Latino ethnicity.)
Total	The unduplicated total across the seven (7) race/ethnicity designations.

Note that each child should be reported in only one of the race/ethnicity categories, above.

CHILD COUNT DATE FOR 2013

STATE: _____

SECTION A

A.1. AGE GROUP AND SETTING OF INFANTS AND TODDLERS, AGES BIRTH THROUGH 2				
	Total	birth to 1	1 to 2	2 to 3
TOTAL (ROWS 1-3)				
1. HOME				
2. COMMUNITY-BASED SETTING				
3. OTHER SETTING				

A.2. AGE GROUP AND SETTING OF CHILDREN, AGES 3 OR OLDER				
	Total	3 to 4	4 to 5	5 to 6
TOTAL (ROWS 1-3)				
1. HOME				
2. COMMUNITY-BASED SETTING				
3. OTHER SETTING				

CHILD COUNT DATE FOR 2013

STATE: _____

SECTION B

B.1. RACE/ETHNICITY AND SETTING OF INFANTS AND TODDLERS, AGES BIRTH THROUGH 2								
PROGRAM SETTING	TOTAL	HISPANIC/ LATINO	AMERICAN INDIAN OR ALASKA NATIVE	ASIAN	BLACK OR AFRICAN AMERICAN	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER	WHITE	TWO OR MORE RACES
TOTAL (ROWS 1-3)								
1. HOME								
2. COMMUNITY-BASED SETTING								
3. OTHER SETTING								

B.2. RACE/ETHNICITY AND SETTING OF CHILDREN, AGES 3 AND OLDER								
PROGRAM SETTING	TOTAL	HISPANIC/ LATINO	AMERICAN INDIAN OR ALASKA NATIVE	ASIAN	BLACK OR AFRICAN AMERICAN	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER	WHITE	TWO OR MORE RACES
TOTAL (ROWS 1-3)								
1. HOME								
2. COMMUNITY-BASED SETTING								
3. OTHER SETTING								



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